

3rd National Sexual Violence Prevention Conference

BUILDING LEADERSHIP AND COMMITMENT TO END SEXUAL VIOLENCE

May 25-27, 2004
The Westin Bonaventure Hotel
Los Angeles • California



Artwork by Xavier Cortada; mixed media on canvas, 48" x 144", 2000

CALL FOR EXHIBITS

DEADLINE

March 15, 2004



DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



A Note About The Cover Artist

The Planning Committee for the 3rd National Sexual Violence Prevention Conference is pleased to present the artwork of Xavier Cortada. The artwork on the cover of this document (mixed media on canvas, 48" x 144", 2000) was created at the 2000 National Sexual Violence Prevention Conference in Dallas, Texas.

The Miami-based Cuban-American artist, attorney, and activist has found a unique way to use his talents to address social and political issues on a local level and around the globe. He has developed a special collaborative process that brings people together to jointly create a visual message - a mural - that helps them and others become more aware of critical issues facing our world, explore their own thoughts and feelings about these issues and propose solutions.

Mr. Cortada has traveled to four continents to address issues such as drug abuse, underage drinking, gang violence, poverty, AIDS, community development, political freedom, and human rights. He is the recipient of numerous awards, including the prestigious "Millenium International Volunteer Award" from the U.S. Department of State and *USA Today*. In July 1998, Mr. Cortada facilitated the creation of a 20-foot collaborative mural for the XII World AIDS Conference in Geneva.

Sponsored by

- ◆ *Department of Health and Human Services (DHHS)*
 - Centers for Disease Control and Prevention (CDC)*
- ◆ *California Coalition Against Sexual Assault (CALCASA)*
- ◆ *U.S. Department of Justice (DOJ)*
 - *Office on Violence Against Women*
 - *National Institute of Justice*
 - *Office of Juvenile Justice and Delinquency Prevention*
- ◆ *National Sexual Violence Resource Center (NSVRC)*

CONFERENCE PURPOSE AND GOALS

The 3rd National Sexual Violence Prevention Conference is scheduled to be held in Los Angeles, California at the Westin Bonaventure Hotel, May 25-28, 2004. The theme, “*Building Leadership and Commitment to End Sexual Violence*,” describes the conference goals to:

- ◆ Enhance partnerships between researchers, practitioners, and advocates to define and strengthen efforts to prevent sexual violence
- ◆ Increase understanding of issues on sexual violence to include those specific to underserved communities
- ◆ Bring together representatives from the public and private sector for networking
- ◆ Provide a broad focus of expertise on surveillance, research and evaluation, programs, and direct services
- ◆ Provide a forum for increased awareness and dialogue on sexual violence prevention based on a public health approach.

The purpose of the conference is to strengthen communication and working relationships among national, state and local representatives in:

- ◆ Health Care
- ◆ Rape Crisis Centers
- ◆ Public Policy
- ◆ Public Health
- ◆ Human Services
- ◆ Research and Evaluation
- ◆ Mental Health Care
- ◆ Substance Abuse
- ◆ Advocacy and Survivor Services
- ◆ Education
- ◆ Law Enforcement
- ◆ Criminal Justice
- ◆ Other professionals and community leaders involved with sexual violence prevention efforts.

CALL FOR EXHIBITS

Location and Dates

3rd National Sexual Violence Prevention Conference: Building Leadership and Commitment to End Sexual Violence

May 25-27, 2004

The Westin Bonaventure Hotel and Suites

404 South Figueroa Street

Los Angeles, California 90071

Information About Exhibiting at the Conference

The Conference Planning Committee is pleased to offer an exhibit area at the 2004 National Sexual Violence Prevention Conference. All exhibit requests will be reviewed and approved by the Conference Planning Committee. Once approved the exhibit services company, Freeman Companies, will forward a packet containing information on your exhibit booth assignment, an exhibit hall floor plan, and an Exhibitor Service Kit detailing services available.

Exhibit Hall Features

- ◆ Site of refreshments
- ◆ Site of daily poster sessions
- ◆ Site of video showcase
- ◆ General lighting and air conditioning
- ◆ Carpeting throughout area
- ◆ Security in Exhibit Hall at all times

Exhibit Hall Hours of Operation

(subject to change)

Tuesday, May 25, 2004	1:00 p.m. – 4:00 p.m. Installation/Set-up by Exhibitors
	4:00 p.m. – 7:00 p.m. Exhibits open - Welcome Event
Wednesday, May 26, 2004	7:30 a.m. – 6:00 p.m. Exhibits open
Thursday, May 27, 2004	7:30 a.m. – 6:00 p.m. Exhibits open (Tear down/dismantle between 6-8 pm)

Making a Reservation for Exhibit Space and Payments

Booths and table tops are available for rental in the exhibit area. Subject to approval by the Conference Planning Committee, booths and table tops will be assigned on a first come first serve basis. The reservation fee for each booth and table top space is described on pages 4 and 5. The reservation fee secures space only (as available) in the exhibit area. Other exhibit services or equipment (i.e., electricity, telephone service, furniture, etc.) are available for purchase and are not included in the reservation fee.

Government Agencies

Government agencies are afforded a discounted reservation fee for booth and table-top spaces.

Non-Profit Organizations

Non-profit organizations that are not able or choose not to participate in the CBO/NGO village are afforded a discounted reservation fee for booth and table-top spaces.

Instructions for submission of the reservation fee are included on the Exhibit Reservation Application form (page 7). ***All reservation applications and payments must be received and/or postmarked by March 15, 2004.***

CBO/NGO Village

The conference organizers recognize the importance of networking and resource sharing with all of the conference participants. To facilitate the participation of non-profit community-based (CBO) or non-governmental organizations (NGO) in the exhibit process, we are providing free space to eligible applicants in the CBO/NGO Village who register for the conference. The CBO/NGO Village will be a resource area; tables should not be staffed nor used to sell merchandise. Eligible applicants will be those who provide proof of non-profit status for their organization and have an exhibit consistent with the objectives of the conference. A copy of a currently valid Internal Revenue Service Tax Exempt certificate will be considered as proof of nonprofit status. Space in the CBO/NGO Village, at no cost, will be limited to a 6-foot draped table. No other exhibit services (e.g., telephone service, electricity, space for floor-standing exhibit frames, etc.) will be available in the CBO/NGO Village. **In order to be eligible for free space in the village, organizations must also have one person registered for the conference.** Conference registration packets will be available in February 2004.

Any organization wishing to exhibit in the CBO/NGO Village must have all applications submitted by March 15, 2004. **Spaces are limited and will be assigned on a first come, first serve basis, subject to approval by the Conference Planning Committee. Space in the CBO/NGO Village will be assigned after conference registrations have been processed.**

Video Showcase

Back by popular demand, conference organizers are pleased to present video producers and distributors an opportunity to showcase their videos to conference attendees. A video screening area will be located in the exhibit hall and those videos selected by conference organizers will be featured on a rotating basis in the video showcase area. To be eligible for consideration, videos should ideally: address the issue of sexual violence or some aspect of the theme of the conference, be in VHS format, not be longer than two hours in running time, and also be opened/closed captioned for the hearing impaired. Pricing for the video showcase will be based on blocks of running time. While the video showcase fee does not include exhibit hall space or conference registration, producers and distributors interested in also reserving exhibit space will be eligible for discounted rate for booth or table top exhibit space in the hall. Contact the Exhibit Coordinator for more information. Those interested in presenting their video(s) should complete the application on page 7 and **submit a preview copy of each video for the planning committee's review**. The planning committee reserves the right not to accept a video for viewing.

Contracting for Exhibit Services

After completing the Application for Exhibit Space (on page 7) and submitting a reservation fee, an Exhibitor Service Kit of specific information about the services provided by the Freeman Companies will be mailed to exhibitors. A wide range of exhibit services (including furniture, electricity, telephone service, box and crate handling/drayage, etc.) will be handled on your behalf by the Freeman Companies. All instructions for engaging these services will be provided in the Exhibitor Services Kit.

Cancellation Policy

Written cancellations that are postmarked by April 15, 2004 will be honored. Refunds, less a \$50 administrative fee, will be returned 6-8 weeks following the conference.

Types of Exhibit Space Available

There are multiple levels of exhibit space available at the conference. The fee to reserve space in each level and the benefits of that level are described in the following table.

Level	Fee	Eligibility	Benefits/Setup
Level I	\$1250	Open to all for profit organizations	Standard Booth Package: 10' x 10' space that is piped and draped with two 3 foot high sides and an 8 foot high back; a 6 foot long, draped table; 2 side chairs; a wastebasket; listing in conference program book; and one free conference registration to allow one person full access to the conference (meals included).
Level II	\$750	Open to all for profit organizations	Table Top Only Exhibit Package: 6 foot draped table and two chairs, waste basket, identification sign, listing in the conference program book and one free conference registration to allow one person full access to the conference (meals included).

3rd National Sexual Violence Prevention Conference

Level	Fee	Eligibility	Benefits/Setup
Level III A B	\$500 \$300	Governmental Agencies	<p>(A) Standard Booth Package 10' x 10' space that is piped and draped with two 3 foot high sides and an 8 foot high back; a 6 foot long, draped table; 2 side chairs; a wastebasket; listing in the conference program book.</p> <p>(B) Table Top Only Package 6 foot draped table and two chairs, waste basket, identification sign, listing in the conference program book.</p>
Level IV A B	\$500 \$300	Non-Profit Organizations Proof of non-profit status required	<p>(A) Standard Booth Package 10' x 10' space that is piped and draped with two 3 foot high sides and an 8 foot high back; a 6 foot long, draped table; 2 side chairs; a wastebasket; listing in conference program book; and one free conference registration to allow one person full access to the conference (meals included).</p> <p>(B) Table Top Only Package 6 foot draped table and two chairs, waste basket, identification sign, listing in the conference program book and one free conference registration to allow one person full access to the conference (meals included).</p>
CBO/NGO (Tabletop Display Only for Resource Sharing)	Free	CBO/NGO status Proof of non-profit status and, proof of conference registration.	6 foot draped table, identification sign, listing in the conference program book
Video Showcase	<p>Per total running time,</p> <p>\$250, 30 minutes or less.</p> <p>\$350, 31-60 minutes</p> <p>\$450, 61-120 minutes</p>	Distributors/Producers	<p>Listing in conference program, regularly scheduled showings of featured video. Opportunity to sell video to conference attendees.</p> <p>(Does not include conference registration or exhibit hall space).</p>

Conference Registration

All persons working in the Exhibit Hall must wear a conference badge at all times. NGO and CBO Village applicants must have proof of paid conference registration in order to receive their free exhibit hall space assignment. Conference registration packets will be available in February 2004. All other persons who wish to be in the Exhibit Hall (working, supervising, etc.), must pay registration fees in accordance with registration guidelines in order to obtain a badge.

Selling Merchandise

Exhibitors may sell merchandise from booths during the exhibit hours of the conference. It is the policy of the conference that no alcohol or tobacco products will be sold or distributed by exhibitors at the conference. It is the policy of the hotel that no food can be sold or distributed by exhibitors.

Prize Donations

Donations for conference drawings are welcomed and accepted. Exhibitors will be thanked in the conference program and advertise their booth or table to conference participants! Exhibitors who donate prizes for drawings may also receive discounted exhibit hall space prices. Exhibitors can indicate their interest in donating prizes for conference drawings on the application or by contacting the CALCASA Exhibit Coordinator at info@calcasa.org.

Security

General security services in the exhibit area will be provided by the conference organizers. Each exhibitor remains responsible for the items in their assigned space. Conference organizers assume no liability for exhibitor items.

Rights of Show Management

The 3rd National Sexual Violence Prevention Conference Planning Committee reserves the right to rearrange the floor, relocate any exhibit, and remove any exhibit during the conference.

All exposed areas in a display must be draped to ensure the attractiveness of the Exhibit Hall. Show management reserve the right to cover unsightly areas and will submit charges to be paid by the exhibitor.

Questions?

If you have any questions about exhibiting at the conference, please call or email the Exhibit Coordinator at the California Coalition Against Sexual Assault (916) 446-2520, or info@calcasa.org.

The Omnibus Consolidated and Emergency Supplemental Appropriations for fiscal year 2001, Public Law 106-554, specifies that none of the funds made available for injury prevention and control at the Centers for Disease Control and Prevention may be used to advocate or promote gun control.

APPLICATION FOR EXHIBIT SPACE

Application Deadline: March 15, 2004

Name: _____ Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Name and Title of Person Attending: _____

1) Name: _____ Date: _____

Emergency Contact Name and Telephone: _____

Special Needs: _____

Please attach a brief description (50 typed words or less) of products or services you will be exhibiting at the conference. This description will be included in the program booklet.

____ Yes, please contact me about donating a prize for the conference drawings and discounted exhibit fees.

Exhibit Level:

____ CBO/NGO (complimentary tabletop display only)

____ Level I - \$1250

____ Level II - \$750

____ Level III - (A) \$ 500 (B) \$ 300

____ Level IV - (A) \$ 500 (B) \$300

____ Video Showcase - \$250/\$350/\$450

____ Other needs: _____

Note: *Exhibit space and location will be assigned on a first come, first serve basis.*

Please mail completed form and check to:

California Coalition Against Sexual
Assault (CALCASA)
Attention: NSVPC – Exhibit Coordinator
1215 K Street, Suite 1100
Sacramento, CA 95814
FAX: (916) 446-8166
EMAIL: info@calcasa.org

**Please include your Exhibit Space
Reservation Fee payment with this form.
Applicants for the Video Showcase should also
include a preview copy of their video.**

**Payments may only be made by check, payable to:
California Coalition Against Sexual Assault.
Registration will not be processed without payment and complete information.**